



Kailua Intermediate School PTSA

General Membership Meeting

Wednesday, January 17, 2018

5:30 pm KIS Library

Meeting Notes

Meeting called to order 5:30pm by Leane Kaneko, President

Members present: Laurie Ahlgren, Rachel Compton, Lisa DeLong, Karen Frato-Hildebrant, Amanda Ka'ahanui, Leane Kaneko, Jonah, Carrie Perdue-Graham, Heather Tipon

1. Introductions (9 members present)
2. Meeting minutes from November 15, 2017 meeting was reviewed and approved
3. Treasurer's Report (Amanda Ka'ahanui)
 - a. Reviewed the November and December 2017 Bank Reconciliation Reports
 - b. Insurance payment made
 - c. Box Tops check received
4. Monetary Support Requests
 - a. Approved
 - i. Planned expenses
 1. \$220.00 = Turkey Trot (Matt Hamada)
 2. \$133.39 = Science Fair (Shelley Deakins)
 - a. \$90.00 = Science Fair
 - b. \$43.39 = Science Fair Certificates
 3. \$62.37 = Teacher Appreciation Holiday Gift (Karen Frato-Hildebrant)
 - ii. Unplanned expenses
 1. None
5. Vice President Report (Carrie Perdue-Graham)
 - a. Make A Difference banner
 - i. Would like to have student involvement in new design
 - ii. Kalaheo can produce banner for \$50
 - iii. Carrie to bring design samples to next meeting
6. Student Council Report (Student Leadership President, Jonah & Student Activities Coordinator, Rachel Compton)

- a. \$10 gift cards needed for 2nd Quarter Honor Roll Assembly (3 for 7th, 3 for 8th)
 - b. Lunch activities to resume Jan 30
 - c. Fundraiser: Movie night in February
 - i. Screen will be re-used
 - ii. Large-size projector needed
 - 1. Rachel will research purchasing from school funds
 - d. Community service
 - i. Ongoing reading with students at Kailua Elementary
 - e. Upcoming events
 - i. Valentine card making station
 - ii. Door decorating contest
 - iii. Talent Show (March)
 - iv. Spirit Week (March)
7. Unfinished Business
- a. Fundraising Goals for SY 2017-2018
 - i. Classroom ceiling fans
 - 1. Principal DeLong to consider submitting project to Representative Chris Lee
 - 2. Project will remain on DOE Request List
 - ii. Cafeteria fans
 - 1. No estimates obtained
 - iii. Shade for courtyard tables
 - 1. No progress made past initial student designs
 - iv. Other facilities improvements
 - 1. PTSA will continue to research different funding sources available for miscellaneous projects
 - b. New school sign
 - i. Estimated cost for two-sided wood sign to be confirmed
 - c. Marquee
 - i. Suggestion to hire handyman to replace hydraulic arms
 - 1. Principal DeLong to contact KIS parent handyman
 - ii. Replacement letters can be ordered on Amazon or EBay; cost will be much less if letter sizes are standard
8. New Business
- a. KIS Science Project Showcase Night, Thursday Feb 1, 5:30-7:30pm
 - i. Project boards to be displayed in cafeteria
 - ii. Three outdoor activities
 - iii. Book Fair may be open in library
 - iv. PTSA to sell food and/or snacks during event
 - v. Laurie researching how many teachers will be volunteering

1. Decision deferred whether or not to provide dinner for volunteer teachers
- vi. PTSA volunteers may be needed to help with Book Fair
- vii. PTSA may set up table in courtyard for information table

9. Reports

- a. Principal (Lisa DeLong)
 - i. Grants received
 1. Upgrade choir room to Transition Center
 - a. \$25,000 from Mark Takai Foundation
 - b. \$42,000 from Castle Foundation (companion grant)
 - b. Faculty (Karen Frato-Hildebrant)
 - i. Spring testing to begin in February
 1. Student calendar to be distributed
 - ii. Feb 2: Waiver Day
 1. Staff attending Middle Grades Summit
 - iii. Valentine's Day card making underway
 - c. PCNC (Laurie Ahlgren)
 - i. Month of the Military Kid to be held in April
 1. Committee to be formed to support contest
 2. Art and essay contest criteria to be presented to teachers on Jan 24
 - a. Submissions to be judged over Spring Break
 - ii. Transition Night to be held on Tues, March 13
 1. Open to families of students in 5, 6 and 7 grades
 - iii. Family Promise
 1. Student participate with projects
 - d. President (Leane Kaneko)
 - i. GET G-45 due Jan 20
 - ii. Recruit for SY 2018-2019 Board members
 1. Need to fill Treasurer opening and other positions for transition for following school year
 2. Carrie (Vice President) and Heather (Secretary) to return as Board members
 3. Leane (President) willing to be co-President with new board member to help with transition
 - e. Box Tops Coordinator (Chris DeLuca)
 - i. Feb 25 is next deadline for submissions to KIS office
 - ii. May deadline for submissions TBD
 - iii. Jocelyn Roy to volunteer as Box Top coordinator for SY 2018-2019
 - f. Fundraising
 - i. Hawaii Fundraising/Regal Foods

1. Sale dates: Tuesday, Mar 27 - Monday, Apr 16
 - a. Ticket system to be used for orders
 - b. Action Period will be used to distribute and collect
 - c. Help needed on Monday, Apr 16 for collecting and counting funds
 - d. Carrie to present to teachers during Faculty Meeting on Feb 28
 2. Final Order & Payment due to Hawaii Fundraising: Friday, May 4
 3. Pickup: Saturday, May 12, 9 am – Noon
 - a. Help needed for pick up day
 4. Products: Portuguese Sausage, Hot Dog Manapua, Chocolate Chip Cookies, and Cinnamon Bread
 - a. Each student will receive a total of 40 tickets to sell (10 tickets per product)
 5. Prizes:
 - a. First place seller - \$300 or XBox One
 - b. Second place seller - \$150
 - c. Third place seller - \$50
 - d. Drawing winner - \$300 or XBox One
 - ii. Amazon
 1. Shop Amazon using KIS link
 - a. https://www.amazon.com/?_encoding=UTF8&tag=kailuintersch-20
 - b. Leane to confirm percentage of sale PTSA receives
 - iii. Dining Out
 1. Round Table: Jan 22, 4:00 pm – 9:30 pm
 2. Panda Express: Feb 15, Apr TBD
 3. CPK: Mar 7
10. Announcements/Community Input
- a. Parents Engagement Night, Friday Jan 19
 - i. Amanda attending Friday for parents; Saturday families invited
 - b. Miss Hawaii Outstanding Teen, Information Meeting, Sunday Jan 21
 - i. Open to girls 13-17 years old
 - ii. For more information: <https://misshawaiisoutstandingteen.org/page/>

Meeting adjourned at 7:02pm

Next meeting is Wednesday, February 21, 2018 at 5:30 in the Library.

Submitted by: Heather Tipon, Secretary | Questions/concerns: KISPTSA@gmail.com

Remaining SY 2017-18 meetings: February 21, April 18, May 16